

COPS Strategy for Editing/Revising

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COPS Strategy

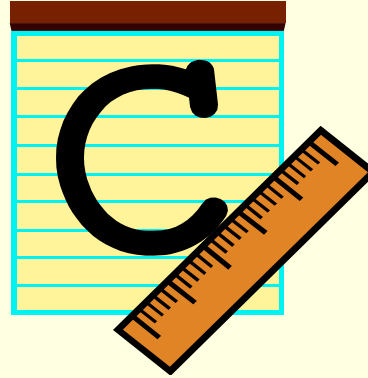


C Capitalization & Communication

O Organization & Layout

P Punctuation & Paragraphing

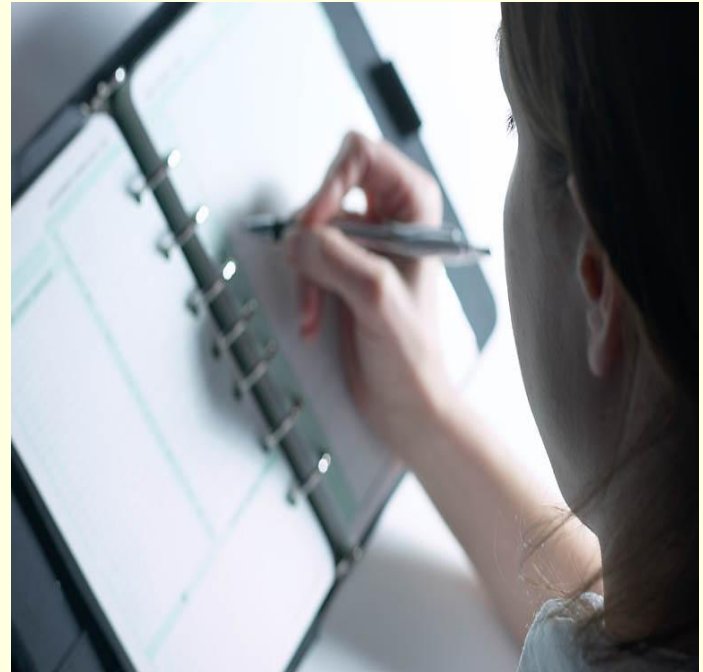
S Spelling & Sentence Structure



Capitalization & Communication

Capitalization

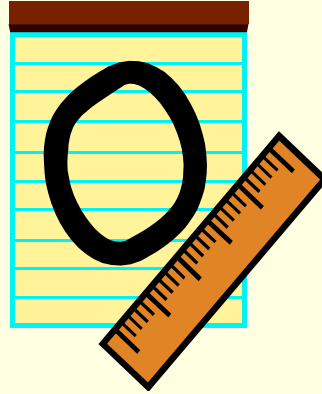
- ❏ Did you capitalize the first word in each sentence?
- ❏ Did you capitalize each proper noun?
- ❏ Did you capitalize the letters in each acronym?



Communication



- ❏ Are your ideas clear?
- ❏ Can you use different vocabulary to be more clear?
- ❏ Can the writer visualize what you are talking about?



Organization & Layout

Organization



Narrative Writing

- ❏ Does the story have a beginning, middle, and an end?
- ❏ Are the events in chronological order?

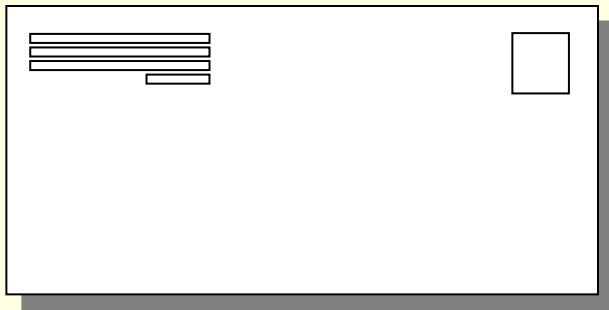
Organization

Expository Writing

- ❏ Does the essay layout the arguments in the beginning?
- ❏ Did you explain the arguments in the middle?
- ❏ Did you summarize the arguments at the end?



Organization






Letter

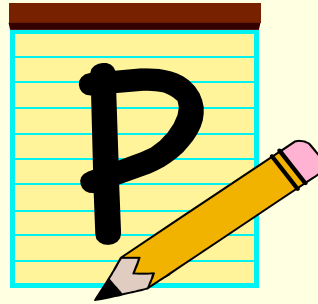


Does your letter contain all of the necessary parts?

Layout

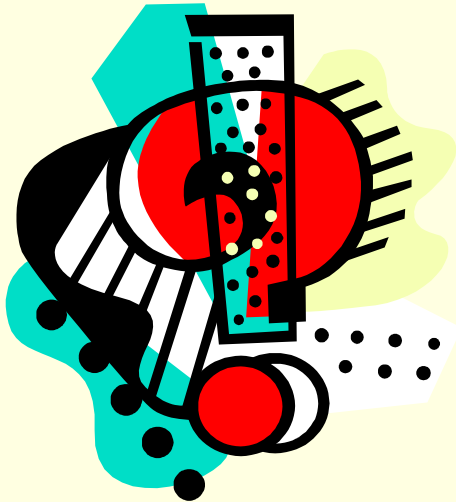
-  Is the assignment easy to read?
-  Is your paper set up appropriately?
-  Is your work neat, using your best handwriting?





Punctuation & Paragraphing

Punctuation

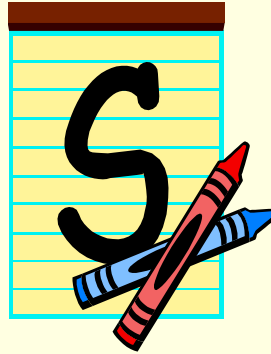


- ❏ Does each sentence have an appropriate end-mark?
- ❏ Are commas inserted appropriately?
- ❏ Did you use quotation marks when someone was speaking?
- ❏ Did you use apostrophes in contractions and possessives?

Paragraphing

- ❏ Does each paragraph focus on only one idea?
- ❏ Does each paragraph have a topic sentence?
- ❏ Did you use transition words?
- ❏ Does each sentence in the paragraph relate to the topic?





Spelling & Sentence Structure

Spelling



- Are your words spelled correctly?
- Did you use a spell-checker or dictionary to help you?
- Did you remember and apply the rules for making plurals?
- Did you use the correct homonyms?

Sentence Structure

- ❏ Are there any run on sentences or sentence fragments?
- ❏ Did you use conjunctions properly?



Remember the COPS Strategy for Editing/Revising



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Layout

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Structure